



<b>Job title</b>	<i>Patrol Officer I</i>
<b>Reports to</b>	<i>Patrol SGT</i>
<b>Classification/ Pay grade</b>	<i>PO1/GRADE 14 \$17.00 - \$19.00</i>
<b>FLSA STATUS</b>	<i>NON-EXEMPT</i>

### **Job purpose**

Police officers work in partnership with the community they serve to maintain law and order, protect members of the public and their property, prevent crime, reduce the fear of crime and improve the quality of life for all citizens. They use a wide range of technology to protect individuals, identify the perpetrators of crime and ensure successful prosecutions against those who break the law. Police officers work closely with members of the criminal justice system, social workers, schools, local businesses, housing authorities, town planners and community groups to provide advice, education and assistance to those who wish to reduce crime or have been affected by crime. Performs a variety of public safety work providing emergency aid, security and protection to the citizens.

### **Duties and responsibilities**

- On rotating shifts, assigned to patrol entire city, in order to prevent crime and to enforce Federal, State and City laws.
- Observe report and act upon conditions conducive to crime and danger such as checking buildings, assisting other officers, enforcing traffic, making arrests, transporting prisoners and investigating crime(s).
- Using own judgment, determines the nature of a call, investigates the circumstances and takes the necessary or prudent action.
- Provides assistance to the public in emergency and non-emergency situations; administers first aid and requests appropriate medical response; performs crisis intervention in sensitive situations and domestic disputes; educates the public on laws and ordinances; assists citizens with complaints and inquiries and directs them to the appropriate authority.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing persons, prowlers, abuse of drugs, etc; takes appropriate law enforcement action.
- Prepares a variety of written and oral reports.
- Investigates crimes, interviews witnesses, victims and suspects and provides feedback to the appropriate people concerning case status; collects and documents evidence.
- Appears in court and is available to testify in matters which the officer has knowledge of, whether it be criminal or civil.
- Maintains proficiency in the use of police related equipment.
- Prepares and maintains legible, concise and understandable record of activities.
- Performs special assignments related to investigations, crime prevention and traffic enforcement.

- Must be able to work shift work
- Stand for long periods
- Work in adverse weather conditions
- Subject to be on call
- Performs other duties as assigned.

#### **General Requirements:**

- High school diploma or equivalent
- Minimum age 21
- Must be a US citizen as evidenced by birth certificate, passport or legal immigration documentation.
- Must be TCOLE certified
- Never been convicted of any family violence offense;
- Not prohibited by state or federal law from operating a motor vehicle;
- Not prohibited by state or federal law from possessing firearms or ammunition;
- U.S. citizen
- Subject to a background investigation and has been interviewed prior to appointment by representatives of the appointing authority.

#### **Medical and Psychological Requirements:**

Applicants must be declared in writing by a medical professional to be:

- (A) Physically sound and free from any defect which may adversely affect the performance of duty appropriate to the type of license sought; and
- (B) Show no trace of drug dependency or illegal drug use after a physical examination, blood test, or other medical test; and declared in writing by that professional to be in satisfactory psychological and emotional health to serve as the type of officer for which the license is sought. The examination must be conducted pursuant to professionally recognized standards and methods

#### **Work Conditions Physical and Environmental**

Officers must be able to work in a highly stressful emergency environment, under intense life-threatening conditions.

- Maintain effective audio-visual discrimination and perception needed for:
- Making observations
- Reading and writing
- Operating assigned equipment
- Assessing the situation at an incident scene
- Communicating with others
- Effectively deal with personal danger which may include exposure to:
- Confined or high work places
- Dangerous animals
- Dangerous people
- Extremely loud noises
- Hazards of emergency driving

- Hazards associated with traffic control, working in and near traffic
- Natural and man-made disasters
- Adverse weather conditions.
- Maintain Physical Condition appropriate to the performance of police training exercises, assigned duties and other responsibilities which may include the following: *Running, walking, crouching or crawling during emergency operations. Moving equipment and injured/deceased persons. Climbing stairs/ladders. Walking, standing or sitting for extended periods of time. Performing life-saving and rescue procedures and operating assigned equipment*
- Must be able to proficiently utilize assigned equipment and police tactics in varied conditions of climate, terrain and other adverse conditions under both stressful and non-stressful conditions

#### **Direct reports**

Does the Job require the supervision of other employees?

NO.

If yes, list by job title, any positions to be supervised.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	